



**Staff Agency for the Judicial Conference of Indiana**

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**Application**  
**for**  
**Initial Certification**

**as a**

**DRUG COURT**

**Requested by:**

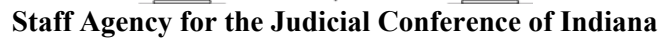
\_\_\_\_\_  
Signature of Judge

\_\_\_\_\_  
Signature of Drug Court Coordinator

of

\_\_\_\_\_  
Name of Court

\_\_\_\_\_  
Date



**Type of Court:**

**Jurisdiction:**

**Supervising Judge:**

**E-mail**

**(Judgment withheld, condition of probation or violation of probation)**

**Telephone/Fax**

## E-mail

**Telephone/Fax****E-mail**

**Application Contact Person:**

- A. Drug Court Goals, Philosophy and Objectives**
- B. Organizational Plan**
- C. Implementation Plan**
- D. Estimated Budget**
- E. Treatment Provider Information**
- F. Contractors**

\*If any of the above information is located in your policy and procedures manual (PPM), you need only to cite its location in the PPM and send a copy along with your application. Please contact Mary Kay Hudson at the IJC for assistance in completing this application

## **Attachment A Drug Court Purpose, Philosophy, Goals and Objectives**

This attachment should include the organization's philosophy, mission statement or purpose, goals, and objectives.

*Reference: Section 15 Drug Court Management*

*(e) The certified drug court must have a written statement of goals and objectives in its policy and procedure manual that clearly reflects the certified drug court's philosophy and guides the operation of the certified drug court and the delivery of services. The drug court coordinator must review the statement annually and revise it as necessary.*

## **Attachment B Organizational Plan**

The organizational plan should include:

**Advisory body members**, if an advisory body has been appointed (name, agency address, telephone and fax numbers, e-mail address)

**Drug Court team members** (name, agency, address, telephone and fax numbers, e-mail address)

**Treatment provider information** (name, agency, address, telephone and fax numbers, and e-mail address for each treatment agency providing services to drug court participants)

**Referring courts** (names of other courts referring or transferring cases to the drug court program)

*Reference: Section 15 Drug Court Management*

*(g)(1) The written policies and procedures of a certified drug court must include each of the following:*

*(1) Full documentation of the certified drug court's operational and administrative structure including one (1) or more organizational charts that:*

- (A) Depict certified drug court lines of authority*
- (B) Identify all staff positions*
- (C) Accurately reflect current certified drug court practice*

## **Attachment C      Implementation Plan**

1. This attachment should include the detailed plan to implement the program. Items should include, but are not limited to, the following:

- (a) History and forecast of the number of substance use involved offenders subject to the jurisdiction of the court.
- (b) Forecast the number of offenders to be served by the drug court according to the drug court eligibility criteria.
- (c) Statement of the philosophy, purpose, and goals of the drug court.
- (d) Description of the services to be provided by the drug court.
- (e) Description of the organizational structure and procedures for the management of the drug court.
- (f) Description of the staffing for the drug court, i.e. drug court judge, coordinators, case managers, probation officers, etc.
- (g) The type of program to be operated (judgment withheld, condition of probation or violation of probation).
- (h) Details on implementation of the drug court to include a timeline for major drug court activities, i.e. hiring of drug court coordinator, significant staff training, projected start date, etc.

2. This attachment should also include a Policy and Procedures Manual, required by Section 15(f) of the drug court rules.

### *Reference      Section 15      Drug Court Management*

*(f) A certified drug court must have a policy and procedure manual that contains written policies and procedures for conducting day-to-day drug court activities. A certified drug court must do each of the following:*

- (1) Incorporate each of the ten (10) key components into its policies, procedures and practices.*
- (2) Update the manual as needed, but at least annually.*
- (3) Make the manual available to the drug court team and staff.*
- (4) Verify that all practices are in keeping with the policies and procedures contained in the manual.*

#### **D. Estimated Budget (Income and Expenses)**

This section should include the projected budget of the program including all projected income and expenses. Plan for complying with IC 12-23-14.5 and Section 27 of the drug court rules.

*Reference: Section 27 Fiscal Management*

- (a) The certified drug court must have developed and implemented an accounting system with the capability to ensure financial transactions are thoroughly documented and handled in a uniform and consistent manner.*
- (b) The certified drug court must have a current budget*
- (c) The certified drug court must have a documented schedule of fees for each certified service and procedures to ensure payments for services.*
- (d) The cost of all certified services combined that are provided to an individual under any one (1) cause number may not exceed the amount permitted under IC 12-23-14.5.12.*
- (e) The certified drug court must have effective cash handling controls and procedures, which prevent theft of funds.*
- (f) Money a certified drug court receives from a city or town user fee must be used to fund drug court services in compliance with IC 33-19-8-3. Money a certified drug court receives from a county user fee must be used to fund drug court services in compliance with IC 33-19-8-5.*
- (g) The certified drug court must have a written policy and procedure that addresses this section.*

#### **E. Treatment Provider Information**

This attachment should contain information on each treatment provider that will provide substance abuse treatment services to drug court participants. Appropriate information includes marketing and advertising materials, program accreditation, documents, credentials of individual counseling providing substance abuse treatment services, a copy of the referral agreement required by Section 15 of the drug court rules.

*Reference Section 15 Drug Court Management*

- (h) Any time a certified drug court refers a participant to a provider for addiction treatment services not provided by the certified drug court, the certified drug court must do the following:*
  - (1) Determined annually that the addiction treatment services provider is certified by the division of mental health and addiction, or an equivalent certifying agency if the addiction treatment services provider is located out of state, and obtain a copy of:*
    - (A) The provider's accreditation if the provider is an agency; and*
    - (B) The credentials of all individual treatment providers*

- (2) *Have a written referral agreement with the addiction treatment services provider that at a minimum includes procedures for the following:*
- (A) *Initiation and acceptance of referrals*
  - (B) *Exchange of participant-related information*
  - (C) *Post-referral reporting by the addiction treatment services provider that enables the drug court to perform its participant-monitoring responsibilities.*

## **Attachment F            Contractors**

This attachment should contain information on each contractor and a copy of their contract with the court. If no contractors are being used by the drug court this attachment does not apply.

### *Reference        Section 15        Drug Court Management*

- (i) *A certified drug court may contract with a person firm, corporation, association, or governmental entity to provider one (1) or more services for the drug court except legal eligibility determination and case termination. A contractor must posses and demonstrate the ability to provide contractual services for the drug court in the manner intended and meet all the requirements contained in IC 12-23-14.5 and these that apply to the services the contractor will provide.*